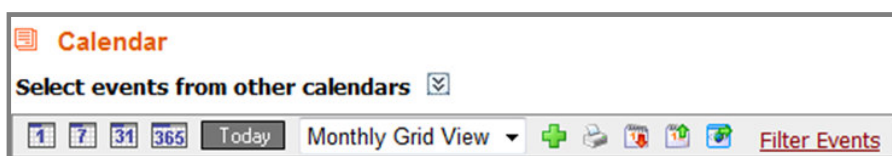


How to Search Multiple Calendars

SharpSchool's Calendar Module allows users to view multiple calendars from within one site, or from multiple sites on one interface. Currently, all school calendars can be filtered from the district calendar, while individual school calendars filter the various calendars within their own sites.

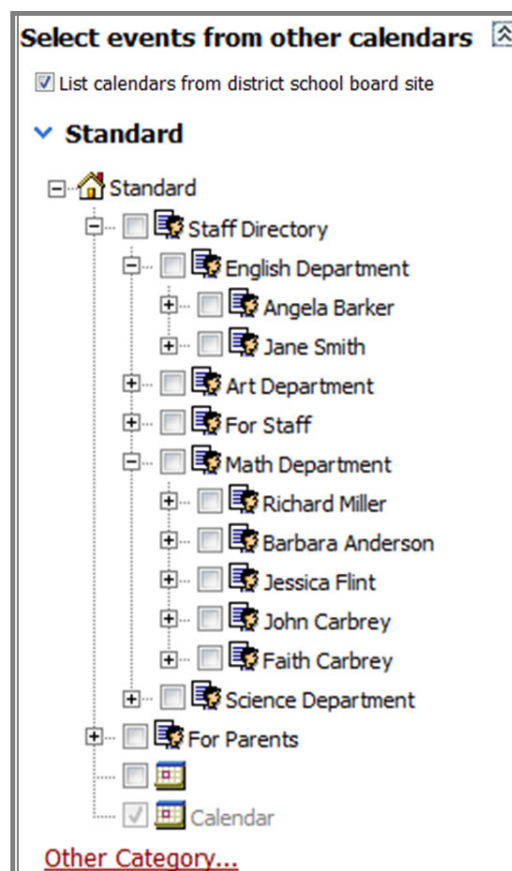
SEARCH WITHIN A SCHOOL SITE

To search calendars within a single school site, click on *Select events from other calendars* on the calendar.



This will open up a list of calendars available on the website. In the example image, the list contains calendars for individual teacher pages under the Staff Directory page. By clicking on the '+' icon next to a title, you can open the individual calendars under that page. To select a calendar, simply click on the check-off box next to the title of the calendar. Note: if you check off a box next to a page that contains multiple calendars, it will select all the calendars under that page. I.e. if you check-off the box next to Staff Directory, it will select all the calendars under that page, such as the English Department and its sub-calendars.

You also have the ability to view calendars from other modules in system, such as *Online Classrooms* by clicking on *Other Category*. Note: this option may not apply to all schools.




Also, by checking-off *List calendars from district school board site* you have the ability to view district events on the school site.

SEARCH FROM THE DISTRICT SITE

Users also have the ability to view multiple school calendars on the district calendar. In this scenario, simply click on *List calendars from school sites* and this will reveal all the school calendars that are available in your district. Here, simply click on the school's name and you now have the ability to drill down to individual calendars on the school site and view it on the district calendar.


Note: for large districts the school names will not be listed in one table, therefore click on the [1](#) [2](#) [3](#) [4](#) [>](#) [>](#) [...](#) on the calendar to view all the school names.


Select events from other calendars 

☒ List calendars from school site(s)

[> horrycountyschools](#)

[▼ aasthcs](#)

 Academy for the Arts, Science & Technology

 Calendar

[Other Category...](#)

[> aehcs](#)

[> ahhcs](#)

[1](#) [2](#) [3](#) [4](#) [5](#) [>](#) [>](#) [...](#)

View selected calendars